



HARDIN COUNTY REGIONAL HEALTH CENTER

Lifespan Health Center Job Posting

POSITION: Certified Coder

REQUISITION: 1137

LOCATION: Lifespan Adamsville

Posting Date: 5/16/2018

Expiration Date: open until filled

Department: Financial Services

Salary Range: dep. on experience & education

Reports To: Billing Manager

Status: Non-Exempt

Position Hours: 8:00am-5:00pm w/required lunch break

POSITION SUMMARY: The Certified Coder is a member of the finance department whose primary responsibilities include the daily input of charges, coding of surgery, delivery and hospital charges. The Certified Coder works collaboratively with members of other departments including management to ensure timely and accurate processes.

- The Certified Coder has process responsibilities which are interdependent and impact Lifespan's future. Changing new processes and eliminating obsolete processes will occur as role dictates.
- The Certified Coder will discuss difficult problems with the Billing Manager, learn how to resolve issues and apply the information into processes.
- The Certified Coder will enhance the Billing Department by accepting ownership for accomplishing new and difficult requests and explore opportunities to add value to job accomplishments.
- The Certified Coder will alert the Billing Manager regarding late or missing documentation required for billing.
- The Certified Coder is responsible to keep abreast of changing rules and regulations for coding processes, claim submission and payer requirements.
- The Certified Coder is responsible to keep any applicable certification current.
- The Certified Coder is responsible to share knowledge of changes that impact the billing department and Lifespan.

CORE DUTIES/RESPONSIBILITIES:

1. The Certified Coder processes charges accurately and timely to all payers in accordance with payer requirements and Lifespan policy.
2. The Certified Coder establishes and maintains a positive working relationship with patients, payers, team members, visitors and management.
3. The Certified Coder maintains confidentiality of patient information and organization information at all times in compliance with HIPAA.
4. Coding from documentation for surgery, delivery, hospital visits and hospital procedures.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. Manual charge entry from paper encounters.
2. Holding Tank charges - review CPT/ ICD-9 and ICD-10 codes, modifiers and provider information for accuracy.
3. Daily review and correct all claims that have been tasked due to errors.
4. ICD10 knowledge, training and implementation.

5. Participates in core group for Nextgen practice management system.
6. Provides coding and documentation training to staff and physicians.
7. Attends training programs on coding, reimbursement, and practice management software.
8. Performs other duties as requested.

EDUCATION/EXPERIENCE:

1. High school diploma or equivalent required.
2. CPC accreditation required and/or equivalent experience.
3. Five (5) years or more of experience in a medical office working with insurance claims processing involving CPT, HCPCS, ICD-9CM, and CMS regulations.
4. Familiarity with CMS1500 and UB04 claim form completion.
5. Strong analytical, oral, written communication skills.
6. Familiarity with health insurance and other third party billing practices and guidelines.
7. FQHC knowledge preferred.
8. Current, valid driver's license and proof of auto insurance.

TO APPLY:

Internal Applicants: Please complete a transfer form and send to Human Resources.

External Applicants: Please submit a current resume to any Lifespan location.

EQUAL OPPORTUNITY EMPLOYEE

It is the policy of HCRHC not to discriminate against any employee or applicant for employment because he or she is an individual with a disability or a protected veteran, (i.e., disabled veteran, Armed Forces service medal veteran, recently separated veteran, or other veteran who served during a war, or in a campaign or expedition for which a campaign badge has been authorized). It is also the policy of HCRHC to take affirmative action to employ and to advance in employment, all persons regardless of their status as individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.